



IDAHO SECRETARY OF STATE  
Lawrence Denney  
700 West Jefferson, Boise, ID 83720

July 13, 2018

Brian Newby, Executive Director  
U.S. Election Assistance Commission  
1335 East-West Highway, Suite 4300  
Silver Spring, MD 20910

Idaho HAVA 2018 Elections Security Grant Use Plan

Mr. Newby,

According to the Consolidated Appropriations Act, 2018 (Public Law 115-141), the purpose of this award is to "improve the administration of elections for Federal office, including to enhance election technology and make election security improvements". We acknowledge that using funds from this grant to pay for general operating expenses, historically paid for with non-federal funds, may not constitute an actual improvement to the administration of federal elections and may be questioned in a federal audit. As such, Idaho proposes the following uses, all new and/or non-general operating in nature, for the **\$3,391,390.80 in combined total funds** (\$3,229,896.00 in federal grant funds, plus the \$161,495 state 5% required match which will be requested as a part of the FY2020 budget process), **based on the categories in the attached Election Budget Workbook:**

1) PERSONNEL:

- a. We have recently hired a communications coordinator, and plan to hire an SOS Cybersecurity Policy Analyst. These two new positions will be provided full state benefits, and their 2-year loaded expenses are listed under the Communications and Cyber Vulnerability columns, respectively. It is our intent to request these new positions in our FY2020 state budget as well, allowing us the time to get state funding in place and migrate these positions to traditional state FTPs as we continue forward.
- b. In addition, we will be immediately seeking to hire a project manager to oversee the implementations of the various projects under this budget, including the



replacement of the state voter registration system and election management system (See RFP details at our website at <https://sos.idaho.gov/rfp> ). This item is listed under the Voting Registration System column, and will likely be a contract position. It will be solely for the duration of the projects, estimated at 24-36 months.

**PERSONNEL TOTAL: \$570,000**

2) EQUIPMENT:

- a. We are reserving \$150,000 for equipment acquisitions in the Voting Registration Systems category. At this moment these needs have not been detailed.
- b. A portion of these costs may also be allocated to subgrants to voting districts or counties, where appropriate, at the discretion of the Secretary.

**EQUIPMENT TOTAL: \$150,000**

3) SUBGRANTS (voting districts/counties): see (2b) above

4) OTHER COSTS:

- a. We are considering approximately \$100,000 in improvements in the voting systems hardware category. This may be used in purchasing equipment that would provide for critical hardware redundancies or expansions of capacity.
- b. We are reserving \$500,000 to address the issue of Elections Audits. We have begun research into the various types of audits and their best practices at this time, including risk limiting audits (RLAs).
- c. It is estimated that approximately \$1,000,000 will be applied to the state's new Voter Registration System solution.
  - i. This amount will be combined with the \$1.2M appropriated by the Idaho State Legislature for FY2019.
  - ii. The Voter Registration System Solution RFP is currently in circulation, with a proposal deadline of July 16<sup>th</sup>, 2018. This RFP covers the following:
    - 1. Voter Registration Database (including OLVR)
    - 2. Election Management Module
    - 3. Election Night Reporting solution
    - 4. Campaign Finance Module
    - 5. Lobbyist Registration and Reporting Module
  - iii. The system will be a cloud based solution



- iv. Idaho operates on a 100% paper ballot system, and will continue to do so under the new solution.
  - v. The projected completion of the project will allow for deployment of the solution prior to the 2020 election cycle.
  - vi. We are requesting proposals under which the election night reporting component can be deployed by the November 2018 general election.
- d. We are reserving \$111,391 for cybersecurity improvements under this grant. These improvements are both in process and ongoing.
- e. We will reserve an additional \$110,000 for improvements in communications related areas and processes, including the development and distribution of a Cyber Incident Communications Plan that will incorporate both state and county level assets and stakeholders. This plan will be utilized as a part of the cybersecurity TTX trainings detailed further in (5).
- f. Finally, \$150,000 is being reserved to address existing software updates that require immediate attention. These prioritized updates will extend the existing system viability long enough to allow the development and deployment of a new system.

**OTHER TOTAL: \$1,971,391**

**5) TRAINING:**

- a. Training is divided into three categories, based generally on the three areas where we expect the greatest system changes and the highest need for training programs and material.
  - i. Election Auditing Training program is forecast at \$200,000, and would be coordinated with the release of an audit program, targeting the 2020 election cycle.
  - ii. Voter Registration System Training is forecast at \$250,000, and would be executed at an annual meeting of the users of the solution. This will coincide with the release of the new software solution noted above under (4c).
  - iii. Cybersecurity training is forecast at \$250,000 and will include an annual, centrally located, statewide TTX training (with possible VTTX (Virtual Table Top Exercise) trainings) offered to all county clerks and associated Elections staff. We are working with the Idaho Association of Counties to collaborate on this effort, and plan to design the TTX in a manner similar to the Defending Digital Democracy project, as presented in February 2018 in



Boston, MA. Three IDSOS staff attended this exercise and training with the intent of utilizing the model in Idaho.

- b. Implementation timing for the initial TTX and Voter Registration trainings is projected to be 12 months (July 2019), with a possibility for a more narrowly scoped cyber training in January 2019, coinciding with IAC meetings.

**TRAINING TOTAL: \$700,000**

**TOTAL GRANT ALLOCATIONS: \$3,391,391.00**

Thank you, and we look forward to answering any questions you may have. You can contact me directly at (208) 334-2862 or at [chouck@sos.idaho.gov](mailto:chouck@sos.idaho.gov).

Sincerely,

Chad Houck  
Idaho Deputy Secretary of State

## 2018 HAVA ELECTION SECURITY GRANT

### Budget Information

CFDA # 90.404

Non-Construction Program

Name of Organization: Idaho Secretary of State

Budget Period Start: 3/23/2018

### SECTION A - BUDGET SUMMARY

(Consolidated Budget for total project term--  
up to 5 years as defined by grantee)

Budget Period End: 3/23/2023

FEDERAL & NON-FEDERAL FUNDS (Match)

PROGRAM CATEGORIES									
BUDGET CATEGORIES	(a) Voting Equipment	(b) Election Auditing	(c) Voter Registration Systems	(d) Cyber Security	(e) Communications	*\$150,000 for a software upgrade change order on the current voter registration system to bridge to the new system.	(f) Other	TOTALS	% Fed Total
1. PERSONNEL (including fringe)			\$ 150,000.00	\$ 220,000.00	\$ 200,000.00			\$ 570,000.00	18%
2. EQUIPMENT			\$ 150,000.00					\$ 150,000.00	5%
3. SUBGRANTS- to local voting jurisdictions			(see training)	(see training)				\$ -	0%
4. TRAINING		\$ 200,000.00	\$ 250,000.00	\$ 250,000.00				\$ 700,000.00	22%
5. ALL OTHER COSTS	\$ 100,000.00	\$ 338,505.00	\$ 1,000,000.00	\$ 111,391.00	\$ 110,000.00	\$ 150,000.00		\$ 1,809,896.00	56%
6. TOTAL DIRECT COSTS (1-6)	\$ 100,000.00	\$ 538,505.00	\$ 1,550,000.00	\$ 581,391.00	\$ 310,000.00	\$ 150,000.00	\$ -	\$ 3,229,896.00	
7. INDIRECT COSTS (if applied)								\$ -	0%
8. Total Federal Budget	\$ 100,000.00	\$ 538,505.00	\$ 1,550,000.00	\$ 581,391.00	\$ 310,000.00	\$ 150,000.00	\$ -	\$ 3,229,896.00	
11. Non-Federal Match		\$ 161,495.00						\$ 161,495.00	
12. Total Program Budget	\$ 100,000.00	\$ 700,000.00	\$ 1,550,000.00	\$ 581,391.00	\$ 310,000.00	\$ 150,000.00	\$ -	\$ 3,391,391.00	
13. Percentage By Category	3%	17%	48%	18%	10%	5%	0%		

Proposed State Match 5.0%

A. Do you have an Indirect Cost Rate Agreement approved by the Federal government or some other non-federal entity?

If yes, please provide the following information:

B. Period Covered by the Indirect Cost Rate Agreement (mm/dd/yyyy-mm/dd/yyyy):

C. Approving Federal agency:

D. If other than Federal agency, please specify:

E. The Indirect Cost Rate is: